

California Energy Commission



CLASSIFICATION: Energy Analyst

TENURE/TIME BASE: Permanent/Full-time

SALARY: Range A: \$2,817 - \$3,349
Range B: \$3,050 - \$3,658
Range C: \$3,658 - \$4,400

(Salary will be adjusted accordingly to comply with the furlough program)

LOCATION: Sacramento, CA

FINAL FILING DATE: March 8, 2010

DUTIES/RESPONSIBILITIES: Under the direction and supervision of the Energy Commission Supervisor II in the Special Projects Office of the Fuels and Transportation Division, the Energy Analyst performs a variety of technical and analytical duties in support of the various programs within the office. **Travel is required to attend off-site meetings or participate in conferences, workshops, and hearings.** Specific duties include the following:

- Assist in the management of public agency energy efficiency project proposals for loans or grants receiving state, as well as federal funding. The incumbent will be responsible for analyzing the technical merits and policy compliance of proposals for loan or grant funding.
- Manage contracts/grants. As contract/grant manager, responsibilities will include preparation of agreement, request memos, and work authorizations. The incumbent will establish and maintain a business relationship with the agreement recipient and manage agreements ensuring that all agreement terms and conditions have been met before approving invoices (and if necessary, dispute a particular invoice), and initiate and finalize agreement amendments; as well as manage agreement funding, progress, and closeout. In addition, the incumbent will brief Office, Division, and Commission management, orally and in writing, on the status of the agreements.
- Assist in developing and disseminating information and provide support in the Energy Commission's role as a member of various interagency collaborative and coordination working groups to achieve the State's energy policy goals and meet the state's greenhouse gas emission reduction goals.

RPA 440-360 Position # 4400-5837-015

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- Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have

- Ability to interpret complex data and communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.
- Ability to work within the goals, objectives, and activities for a technical program and projects.
- Ability to make effective presentations, interact effectively with both internal staff and external parties. The successful applicant is expected to work within a larger team environment.
- Excellent analytical and report writing skills, including proper grammar and punctuation rules, and the ability to reason logically and creatively while utilizing a variety of analytical techniques.
- Excellent communication skills including the ability to follow instructions and communicate ideas and thoughts effectively with a large diverse technical staff.
- Excellent interpersonal skills, including a proven ability to work in a team atmosphere under pressure effectively, as well as independently and at own initiative.
- Intermediate to Advanced skills with Microsoft Access, Microsoft Excel, and Microsoft Word computer programs.
- Knowledge in analyzing cost-effective energy savings opportunities and working with public agencies and consumer groups.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience and only the most qualified and SROA/Surplus candidates will be contacted for an interview. **Prior to appointment to this classification, the most qualified applicant will be required to pass an energy-related written technical assessment test.**

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED
STANDARD STATE APPLICATION (FORM STD. 678) TO:**

Debbie Jones (RPA 440-360) Fuels and Transportation Division 1516 Ninth Street, MS-44 Sacramento, CA 95814-5504 (916) 654-4631	California Relay (Telephone) Service for the Deaf or Hearing-Impaired From hTDD Phones: 1-800-735-2929 From Voice Phones: 1-800-735-2922
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